Office of the Utah Lieutenant Governor
Full-time Internship for Fall 2021

Who we are: The Office of the Lieutenant Governor is seeking a paid intern for the 2021 fall season. This internship is ideal for students interested in a career in public administration because it will provide exposure to a wide range of administrative processes, including:

- Overseeing the conduct of elections;
- Voter outreach;
- Campaign finance disclosure and regulation;
- Notary public and lobbyist licensing;
- City incorporations and boundary certifications;
- Document authentication; and
- Government entity registration.

Pay: $13.00 - $15.00 per hour. This is a non-benefited internship.

Hours: 15-25 hours per week, depending on availability. Anticipated start date is September 7, 2021, but it can be flexible. The end date is flexible because it is based on school schedules.

Location: Utah State Capitol located at 350 North State Street, Salt Lake City, Utah.

Job Duties:

Due to the variety of work that the office does, this individual will perform different tasks and projects throughout the summer. This may include:

- Working with the elections team and authentications specialist to answer constituent emails and phone calls;
- Working with our local entity specialist to ensure compliance with government entity registration;
- Preparing documents and records for archiving; and
- Processing document authentications;

The Ideal Candidate:
- Junior or senior in college (all degrees are accepted if the candidate has a working knowledge of government and/or administration);
- Enthusiastic;
- Motivated and takes the initiative (doesn't wait for projects to be handed to them);
- Professional;
- Ability to learn quickly and adapt to changing projects and deadlines;
- Experience with Office Suites (i.e. excel, word, powerpoint etc.);
- Follows through on projects; and
- Customer-service oriented.

How to apply: Email a resume and cover letter to Riley Wheeler (rwheeler@utah.gov) before 5:00 pm (Mountain Time) on July 29, 2021.